

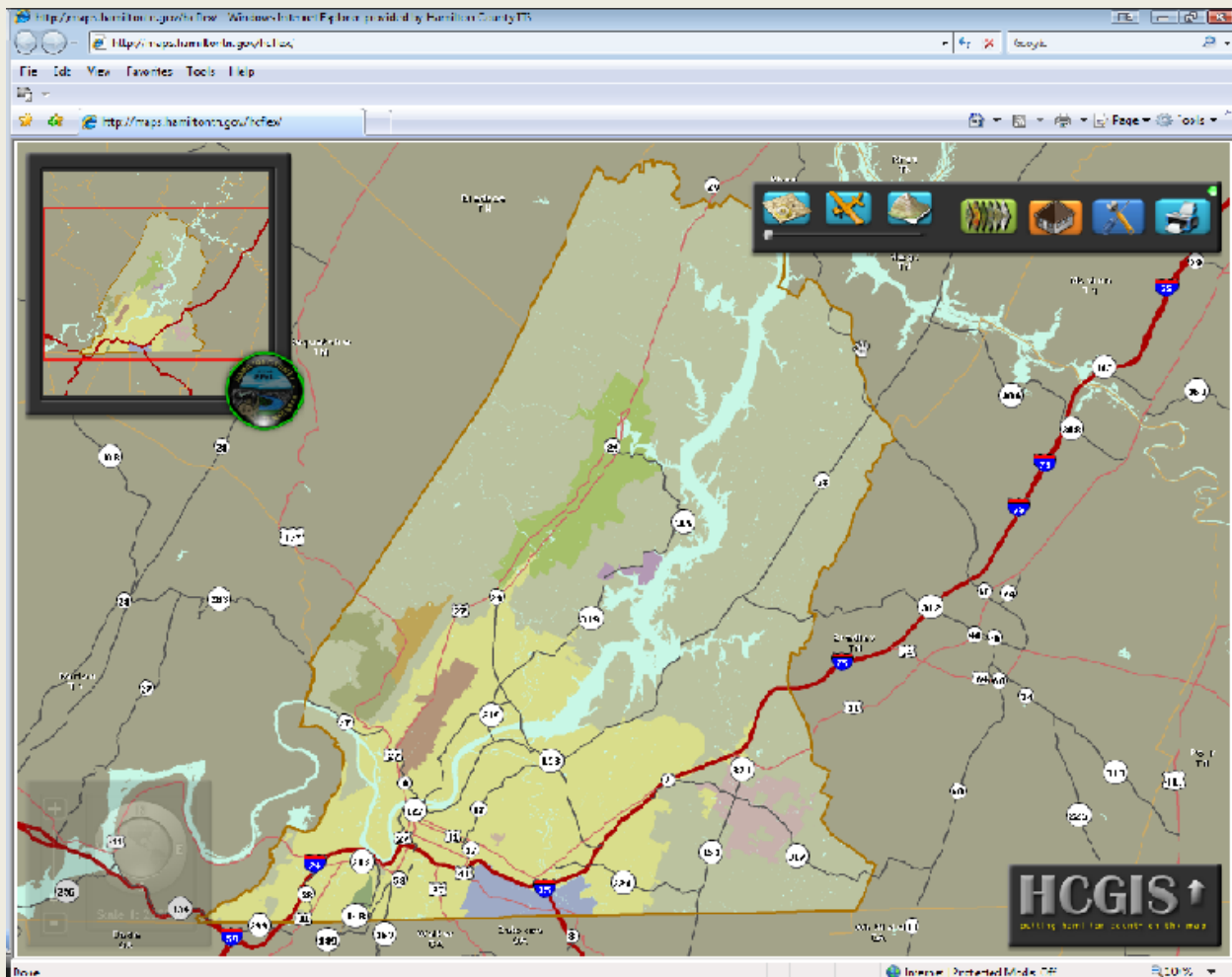
Hamilton County GIS Website Help

Step-by-Step Walkthrough

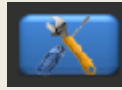
The first screen you see as you enter the online mapping site is a disclaimer that reads:

“By clicking the button below, you acknowledge that the data contained in the Geographic Information System (GIS) is subject to constant change and that its accuracy cannot be guaranteed. All data are provided as is, with all faults, and without warranty of any kind, either express or implied, including, but not limited to, the implied purpose. Hamilton County does not warrant that the GIS data will meet your requirements nor that the operation of the GIS data will be uninterrupted and error free. User assumes the entire risk as to the quality, performance, and usefulness of the data. However, the County has devoted several work years to the task of compiling and checking the data. The zoning data is for general reference only. Recent zoning changes may not be posted. The zoning map posted on this web site is not an official map and is not to be used for zoning verification. Verify all zoning with the Chattanooga-Hamilton County Regional Planning Agency staff at (423) 668-2287.”

After reading the disclaimer, you must click “Enter”. By clicking enter, you are agreeing that you read and understood the disclaimer. Your screen should then look like this:



Hamilton County is outlined in the middle of the screen by a lighter shade of tan with the surrounding counties in a darker shade. In the top right-hand corner you will notice a long toolbar with several icons. This toolbar is expandable to view all the tools available for use with our mapping software. If you would like to expand the



toolbar, click the symbol: Click this same symbol to get the toolbar to collapse all the tools again.

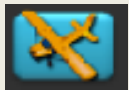
To further understand the toolbar, we will break down the tools one by one. First is the slider bar feature as shown



here: This feature allows the map user to slide their map view from the general basemap, to the aerial photography and finally to the topography map. The slider works in both directions. Simply move your mouse pointer over the silver ball and click, holding the right mouse button down while sliding the ball either left or right. You will notice the map display changing as you slide the silver ball underneath each of the three icons.



Base Map - Click to see parcel lines, addressing, building footprints, roads, waterways etc.



Aerial Photography - Click to activate an aerial picture of the County.



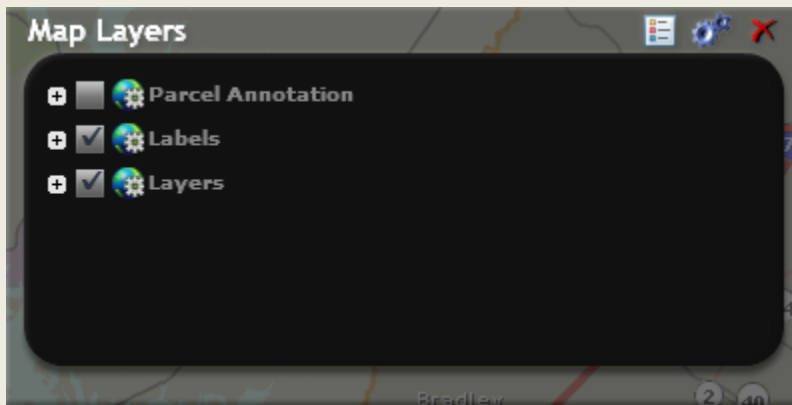
Topography - Click to see contour lines which give you the height of the objects on the map labeled in 10 foot intervals.

Next, the toolbar contains 4 separate tools to the right of the slider.




Map Layers Tool – This allows you to change the properties of the map layers you have turned on.


When you click on it, a message box appears:

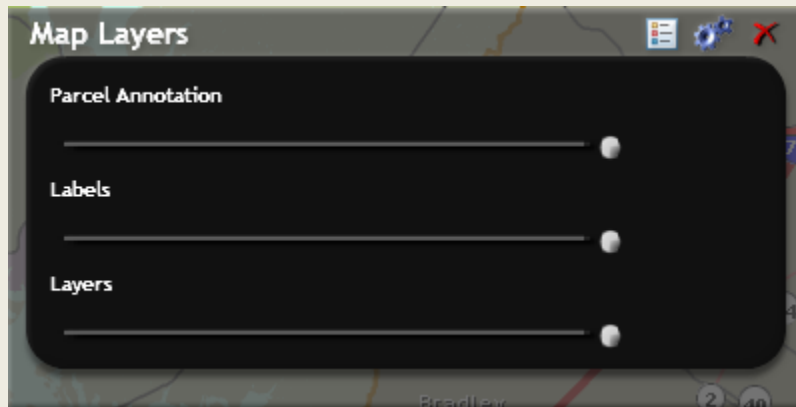


If you click on the plus signs (+) to the left of any of the three items in this box, you will open the item and be able to see each feature within it. Additionally, the gray box to the left of any item will have a checkmark in it ☒ if it is

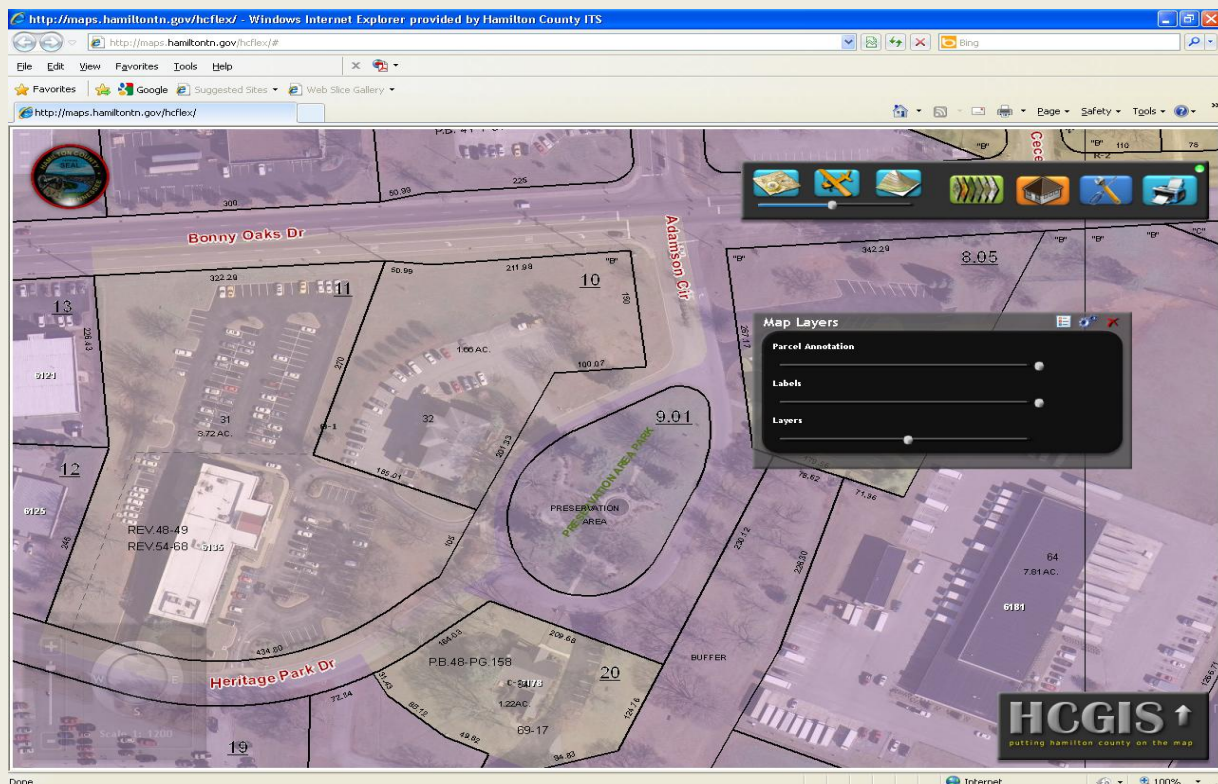
turned on and will be a plain gray box  if it is not active. In the message box above, Labels and Layers are active as you can see by the three check marks to their left. Parcel Annotation is inactive.

Within this message box, you have the ability to turn on different layers such as Zoning, Administrative areas (Municipal boundaries), Political boundaries, Traffic counts, FEMA Flood Data, Subdivisions, and Historic data. Some of these layers have multiple parts within themselves also that you can see by clicking the plus sign to the left of them and opening their dropdown menu.



In the top right hand corner of this message window, you will see an icon that looks like this:  Clicking on this icon allows the map user to switch views in the message box to a triple slider:



The three bars have a silver slider at the right end of them which can be used in the same way as the original map slider. Move the mouse pointer over the silver ball, left-click your mouse and hold it while moving the ball left and right on the slider. This changes the transparency of the layers you have turned on (zoning, etc) and shows more of the base layer. For example:



Here you can see the aerial photography showing through below the zoning layer as a result of moving the silver ball beside the “Layers” slider bar to the left halfway.

To get back to the original message box, click the symbol  or to exit the message box click the symbol .

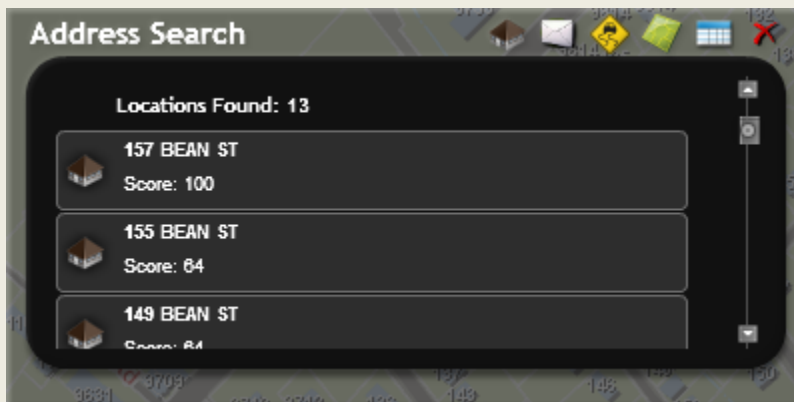





Address Locator Tool – This allows you to search for any property in Hamilton County by address. When you click on this button, a message box should appear like this:




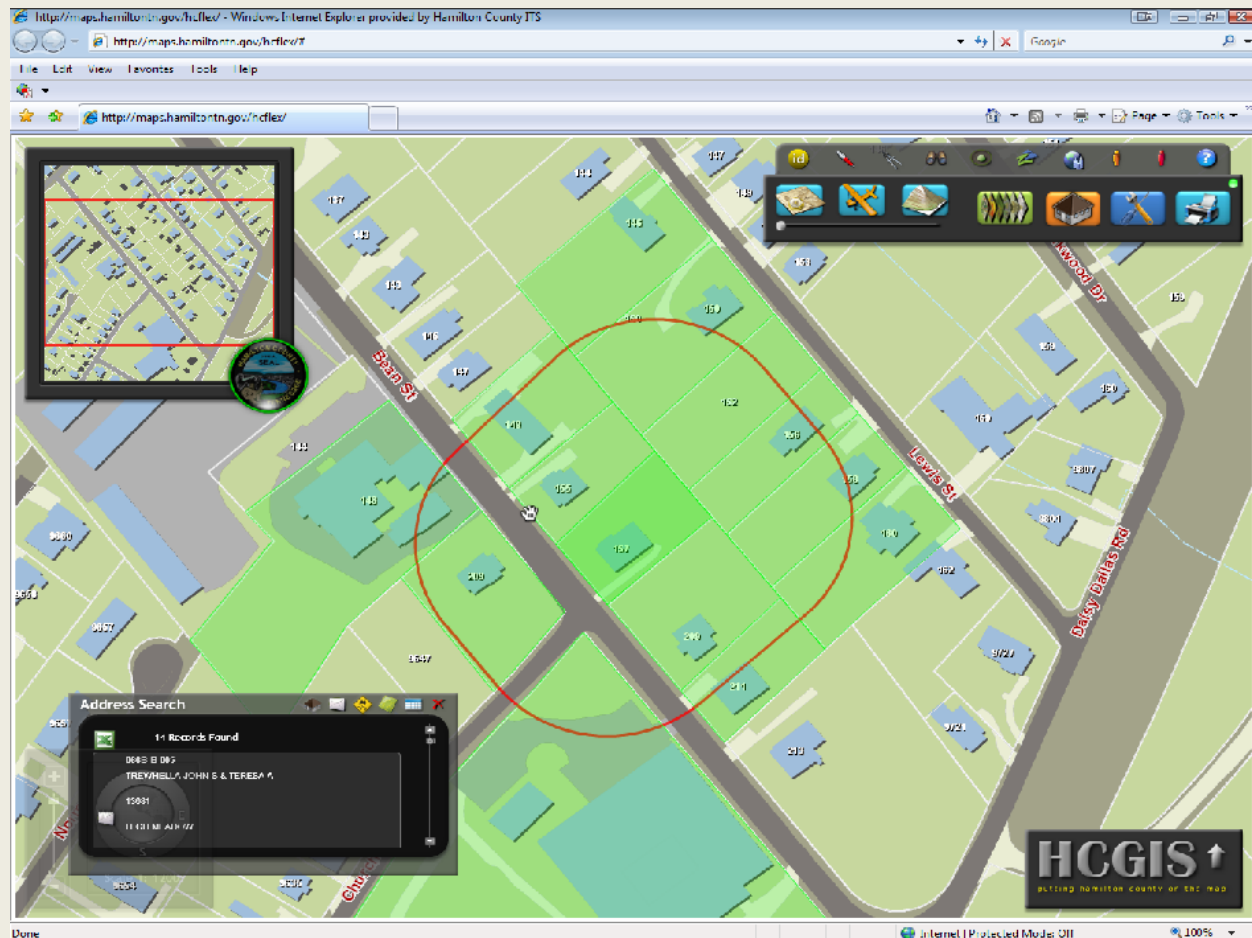
Fill in the address you want information about in the light gray box. Make sure to enter all available information such as the house or business number and FULL street name including any directional (North, South, East or West) or road types (Road, Drive, Circle, etc) to get the best results. Click the “Locate” button when all of your information is entered. When the results for your address search are in, the map will automatically zoom to the address you entered if it is a valid address. If it is invalid, the message box will read “No matching location found”. In this case, look at your information again to be sure you entered it correctly. Check the address number, the road name spelling and the road type. Click the house symbol in the upper left hand corner of the message box to go back to the address locator information entry screen and try again.


If your address is valid, you may see more than one result in the address locator that closely resembles your search criteria, but are not the exact match. These are suggestions our system has made based on the information you provided. It is given a score according to how closely it relates to the original search criteria. For example, I entered 157 Bean Street into the address locator tool in the address field. I clicked locate and got these results:





Locations Found: 13	
	157 BEAN ST Score: 100
	155 BEAN ST Score: 84
	149 BEAN ST Score: 84

157 Bean Street came back with a score of 100 because it 100% matches my search criteria perfectly. 155 Bean Street received a score of only 64 because only part of the result matched the search criteria. With your results, you can click the envelope symbol  to create a mail merge. Your choices include distance and units of measure. In this case, I will enter: Search Distance – 150 and Units – Feet. Once you click on the “Locate” button, your results should look like this:



The thick red line is 150 feet from the original search criteria. The highlighted green parcels are all within 150 feet of 157 Bean Street. After completing the mail merge, you can export your results to a Microsoft Excel file by clicking on the Excel symbol . It will prompt you to name your new document and choose the appropriate place on your computer to save it. From this point, you may want to perform different actions with the map. To do this, you need to close the address locator tool and open your toolbox.

If you are unsure of the exact address of the property you are searching for you can click the Locate by Intersection button shown here . This allows you to enter the intersection of two roads near your property, zoom to that intersection and find your property. Alternately, if you have a tax map number for the parcel, you can search with the Tax Map Locator tool shown here . It requires the map, group and parcel number for the property you are interested in.



Click the Toolbox button to open up eight additional tools including the following:



Click this identification button and then click the parcel you want more information on to open up the Assessor of Property's data. This will include (where available):

- Tax map number -LU Code (land use code) - Street address -Sales information
- All owners' names -Political district -Deed book numbers -Calculated acres



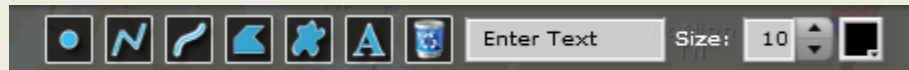
Point - Click the point button and click the anywhere within parcel you want to identify



Polygon - Click a parcel of interest and continue clicking vertexes to outline a polygon that covers the parcels you are interested in. Double click to finish the drawing. Your results will include any parcel touched by the polygon you draw and will display in the identify box.



The drawing tool contains the following functions:



Point - Click the point button and hold mouse button down for every new point.



Line - Click the line button, individually click each vertex you would like to connect your line and double click when finished.



Freehand - Click the freehand button and click the map where you would like to start your line. Hold the mouse button until you finish the line. Release the mouse to finish.



Polygon - Click a parcel of interest and continue clicking vertexes to outline a polygon that covers the parcels you are interested in. Double click to finish the drawing.



Multisided shape - Click and hold down the left mouse button until your shape is completed.



Text Box - Click the text button and type the text you would like to display on the map in the light gray box that says "enter text". Choose the font size you need as well as the color. Then, click on the map where you would like the text to display. Every time you click the map the text will display again and again identically until you change it in the text box or use another tool.

All of these drawing features are added to the top of the map. You can draw more than one on the same area and use different tools for each if you like. Remember, if you do not want the drawings on the map press the trash button to remove **ALL** drawings at once. This is an execute button with no option to back out. Once it is pressed, all drawings are gone and non-retrievable (there is no undo ability within this mapping program).



The measuring tool can be used in the same manner as the drawing tool (See drawing tool instructions for each shape). The units offered to measure are different for each shape.



Points can be measured in your choice of State Plane, Decimal Degrees, Degrees or Minutes and Seconds.



Lines can be measured in your choice of feet, meters, kilometers or miles.



Polygon or



Multisided shape can be measured in your choice of acres, square meters, square kilometers, square feet, square miles or hectares.



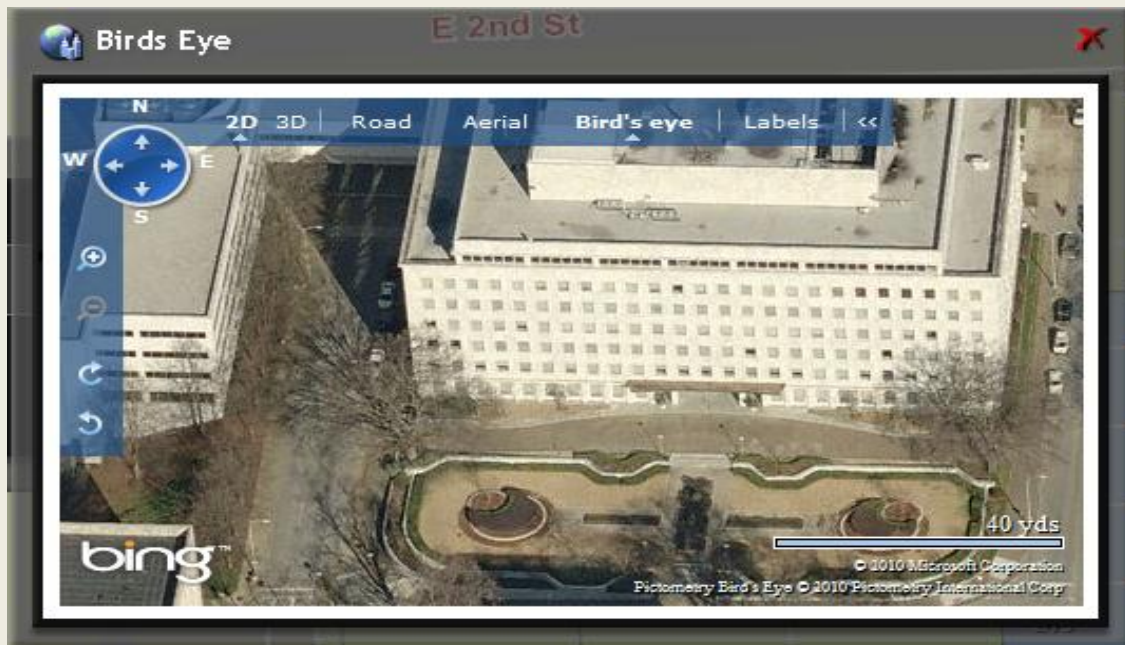
The search tool allows you to enter the street, tax map number or owner name to locate a parcel. Double-click on your results to zoom to it on the map. The push pin button allows you to enter X, Y Coordinates for an exact location.




The buffer tool lets you create a custom buffer in your choice of miles or feet for measurement units. The resulting area can include features of interest such as Emergency Services Locations, Religious Facilities, Healthcare Facilities and/or Schools. Any, all or none of these may be chosen to appear in your buffer results.




Simply click this tool and then click the location on the map where you would like to see a "bird's eye view" of the property. Services provided by Bing immediately link you directly to Bing.com and allows full manipulation of the image. Rotating the image, looking at the Bing aerial imagery and zooming in and out are just some of the ways you can look at the desired area. (See example on next page)



 If you would like to see the property or area you are interested in as viewed by a passing car, click on this Google Streetview button and then click the parcel of interest. Once streetview is up, you can navigate through the neighborhood or area by moving frame by frame through the streets. Most areas within Hamilton County are included in Google Streetview with the exception of a few private roads or new roads. . This is useful in determining the placement of driveways, fencing, etc.



 Once activated, the Sex Offender tool allows you to connect directly to the Tennessee Bureau of Investigation for information on each individual listed in the sex offender registry of Hamilton County by clicking on the sex offender icon on the map.

You can create a buffer around parks, daycares, schools and/or libraries in your choice of feet or miles to find any sex offenders within the boundaries. Results in the dialogue box include the names of the establishments within the given boundaries. To get the sex offender names, click their red symbol on the map. Then click "more details" to be connected to the TBI website.



The Zillow button allows you to connect directly to Zillow.com for real estate information on the property if it is available.

**Note: This tool is only available at the scale of 1:4,800 and below.*



This interactive help button provides a legend of symbology, a tools description page and the

Step-by Step walkthrough for the website.



Only click this tool when you are finished editing your map project and ready to print what is visible on the screen. You can choose to add a map title to the project if you would like. Choose either landscape or portrait orientation and a paper size of either legal or letter. The print function automatically inserts the date the map was printed, the scale, a north arrow and the Hamilton County GIS Logo onto the map. These cannot be removed.

**Note: The Assessor of Property's information message box that appears after you click the ID tool will not print out. Any symbols-Zillow, ID, etc that are on the map from selecting those parcels to use with that tool will print out so be sure to deactivate the tools before you print.*

Our website now offers the capability to hover over an inactive tool at make it become active. For example, the scale, north arrow, zoom and full extent tool are all located on the lower left-hand corner of the map. They are almost completely transparent so that they do not interfere with the map presentation. However, when needed just move the mouse pointer over the tool and it becomes apparent and active like so:



Inactive




Active

When activated, you can click either the North, South East or West letter representative (N,E,W or S) to pan the map in that direction. The scale displayed at the bottom of the message box can be changed by clicking on the (+) or (-) signs on the left side of the message box. Alternately, you can slide the zoom bar up or down to zoom in and out respectively. If you click on the globe symbol in the middle of the direction letters, you will immediately be taken out to the full extent (largest scale) map of the entire county.



Another similar feature that hides itself away is the overview map. If you look in the upper left-hand corner of the map display you will see a the Hamilton County Seal symbol out lined in RED to indicate that it is turned off. When you click the seal, it expands and has a GREEN outline to

indicate that it is active. It automatically updates by refreshing when you pan on the main map. To close this window and return it to just the County seal, click on the County seal outlined in GREEN.

The main menu of tools can also be activated and deactivated if you do not need the tools and would like to have the entire map unobstructed. Just click the GREEN circle at the top right hand corner of the toolbar to deactivate and hide it.  To reopen it, click the circle again that will this time be RED.



Direct link to our office website: <http://gis.hamiltontn.gov/> This link will provide you with any additional information that you may need regarding the new website or any other service we provide.

Please feel free to call our office Monday through Friday 8:00 AM until 4:30 PM Eastern at 423-209-7760. Any of our staff will be happy to assist you. Thank you for visiting our new website. We welcome any suggestions or comments you may have.

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